



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Washington, D.C. 20240

1212 (840)

November 4, 1986

Memorandum

To: Assistant Secretary - Policy, Budget and Administration

Through: Assistant Secretary - Land and Minerals Management [/s/ Griles --11/9/86]

From: Director, Bureau of Land Management

Subject: Organizational Change Proposal

Attached is a proposal to transfer the Alaska Resource Library, Department of the Interior (DOI), to the Alaska State Office, Bureau of Land Management (BLM). The proposal is an attempt to improve efficiency and responsiveness to the library user through the establishment of local management and administrative support. In addition, the transfer is in line with the Department's efforts to emphasize office <sic> co-locate and administrative cost sharing.

The mechanics of the transfer have been kept as simple as possible, yet emphasizes a continuation of the mission of the library. A permanent shift of funds for the Alaska library is proposed via a base adjustment between the Office of the Secretary and BLM. It is recognized that this funding level is "bare bones" and the additional funding will be required from the other using Interior Bureaus to help offset additional costs or services. A local coordination or user group will be established to monitor the efficiency of the library and plan for additional budgetary needs.

In order to expedite the transfer, a change to 110 DM 10 documenting the transfer of the Alaska Resource Library from the Director, Office of Management Services, to the Bureau of Land Management has been attached for your signature.

If you have any questions regarding this matter, please contact Dick Manus, Division of Management Research (840) at FTS 343-6825 or Andy Ondrof, Deputy Assistant Director, Management Services (800)

at FTS 343-4864.

Signed by
David O'Neal

2 Attachments

ORGANIZATIONAL CHANGE PROPOSAL
FOR
ALASKA RESOURCES LIBRARY

I. INTRODUCTION

The Bureau of Land Management, Alaska State Office, proposes to assume responsibility for management and operations of the Alaska Resources Library (ARL) in a transfer of the library from the Office of the Secretary.

The Alaska Resources Library, U.S. Department of the Interior (DOI), was created in 1971 as a branch library of the DOI Natural Resources Library in Washington, D.C. The purpose of the library is to provide a centralized depository for DOI and related documents for the benefit of DOI employees, Alaska Native Corporations, and the public. All traditional library services are provided by the library including reference, telephone reference, interlibrary loan, circulation, and on-line bibliographic searching. In addition, the library provides courier service to DOI agencies not in the Federal Building and employee support to small field libraries. The library is physically located in the Anchorage Federal Office Building.

The Staff at ARL consists of four professional librarians, two of whom are part-time, one library technician, and one library aide. Patrons served include all Interior agencies; other Federal agencies such as: Federal Aviation Administration, National Weather Service, National Marine Fisheries Service, Forest Service, Soil Conservation Service, Public Health Service; state agencies such as Department of Natural Resources, Department of Environmental Conservation, and the Department of Fish and Game; non-profit organizations, consulting firms with Federal contracts, and resource development groups.

Collection responsibilities of the Resources Library are primarily in the environmental fields. The library collects in the fields of geology, fish, wildlife, archaeology, ethnology, mining, botany, public lands, petroleum development – all focused on Arctic environments. This is supported with extensive legal related materials and with journal subscriptions.

In order to provide the best, most efficient library service, the library relies heavily on numerous computer databases, including cataloging databases (OCLC and WLN), on-line bibliographic databases from the Lockheed Dialog Corporation and Systems Development Corp., the legal database of LEXIS/NEXIS, and several specialized information databases such as QL systems from Canada.

II. LIBRARY COSTS

The following itemized budget of \$395,500 identifies the Office of the Secretary's FY 87 allocated budget for the library. This includes direct operating costs plus GSA space rental.

FY 1987 Alaska Resources Library Budget

- Salaries (OC 11) \$ 132,000
- Benefits (OC 12) 42,000
 - Fringe and COLA
- Travel (OC 21) 0
- Transportation (OC 22) 0
- Rentals (OC 23) 0
- Printing and Binding (OC 24) 500
- Other (OC 25) 31,000
 - Dialog (\$3,600)
 - Western Library Network (\$1,500)
 - On-line College Library Center cataloging and interlibrary loan (\$5,200)
 - QL (\$500)
 - OCLC, cataloging contract (\$19,500)
 - GSA services (\$500)
- Supplies and Subscriptions (OC 26) 29,000
 - Supplies (\$4,000)
 - Subscriptions (\$25,000)
- Equipment and Books (OC 31) 0

Sub total \$234,500

- Space (GSA) \$161,000

Total \$395,500

III. IMPLEMENTATION PLAN

A. FY 87 Funding

If BLM assumes management of the Alaska Resources Library beginning on October 1, 1986, we propose that there be a transfer of \$234,500 from the Office of the Secretary's Salaries and Expense account to BLM's Management of Lands and Resources account to pay for the library operations costs in FY 1987 except for GSA Space Rental. We suggest that the Office of the Secretary continue to pay for GSA space costs (\$161,000) for the library until this assignment can be transferred to BLM on GSA's records beginning October 1, 1987. This would provide for cleaner record keeping with GSA and eliminate any need for mid-year billing or administrative adjustments.

B. Outyear Funding

Beginning in FY 88, we process a base adjustment be made between the Office of the Secretary and the BLM to reflect a permanent shift of the allocated funds for the Alaska Library. This shift would include both the personnel and operating expenses, plus the GSA space costs totaling \$395,500. The adjustments would need to be included in the FY 88 Budget Justifications.

We recognize that this base shift would provide for the minimal needs of the library and that additional funding will be required to ensure existing or improved library services and operational efficiencies. To obtain additional funding needs, we propose the other Interior Bureaus using the library would reimburse BLM on a prorated use basis.

The Bureaus would be assessed on a percentage basis of the library's total direct and indirect costs. The percentage charged for each Bureau would be based on an estimate of use statistics, interlibrary loans, repository requirements and references (e.g., EIS, Resource and Land Use Plans, mineral data, etc.) and public demand caused by agency activities. A very rough first cut indicates the costs would be divided as follows:

<u>Bureau</u>	<u>Percent of Use</u>
BLM	19%
NPS	19%
MMS	19%
FWS	19%
BIA	8%
USGS	8%
* Mines	8%

* Initial feedback of this proposal from Bureau of Mines indicated they are minimal users of the library, consequently they do not wish to participate in any fund sharing program. As the percentage of use listed above is very tentative at this point, we suggest that the first year of the transfer will be a period of sorting out and establishing the local user group, as well as, identifying a more exact reimbursement philosophy.

During the first year, we will also review use by other Federal agencies such as: Soil Conservation Service, Forest Service, Weather Service, National Marine Fisheries, Federal Aviation Administration, etc., for cost sharing opportunities on a general or per transaction basis. There also may be appropriate opportunities for copy or other use fees for the public, which would be collectible similarly to our current copy fee process.

C. Transfer Mechanics

To simplify the library transfer, we propose a change to 110 DM 10 which acknowledges the transfer of the Alaska Resource Library from the Director, Office of Management Services, to the Bureau of Land Management. The manual change would direct the two offices to take the appropriate actions to effect the transfer of personnel, records, equipment, personal property, and funds associated with the transfer of the Alaska Resource Library.

D. User Group/Cooperative Agreement

A local user group will be established to monitor the needs and efficiencies of the library's operations. A cooperative agreement will also be initiated to ensure accountability of the using members for the yearly operating budget.

E. Piggyback

We plan to utilize (Piggyback) the DOI national contracts for library materials, computer services, etc., to the maximum extent possible.

F. Timing

As the start of the fiscal year is barely underway, we propose that upon approval the transfer be retroactively effective beginning October 1, 1986.

G. Acceptability

We really do not see any negative aspects to taking on the library. It is highly favored by numerous agencies in Alaska.

IV. BENEFITS OF THE TRANSFER

The benefits that would be derived by transferring the library services are:

1. Personnel and Administrative Services provided locally which increases timeliness.
2. Increased career advantages for library employees.

3. Continued library services for all Federal and state agencies.
4. Local management and support of the library has potential for improving responsiveness to clientele.
5. Improve employee morale through sense of belonging to a local organization.
6. Transfer is in line with DOI policy to <sic> co-locate and share administrative cost in interest of economy.



MANUAL

DEPARTMENTAL

TRANSMITTAL SHEET

PART 110 DM 10	SUBJECT ORGANIZATION OFFICE OF THE SECRETARY	RELEASE NUMBER DATE
FOR FURTHER INFORMATION, CONTACT		

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release documents a change in the organizational statement for the Office of Information Resources Management, 110 DM 10. This change documents the transfer of the Division of Information and Library Services from the Office of Information Resources Management to the Director, Office of Management Services (per Secretary's Order #3115, dated September 5, 1986) and authorizes the subsequent transfer of the Alaska Branch Library to the Bureau of Land Management's Sate Office in Anchorage, Alaska.

The Director, Office of Management Services and the Director, Bureau of Land Management will take appropriate action to effect the transfer of personnel, records, equipment, personal property and funds associated with the transfer of the Alaska Branch Library from the Office of Management Services to the Bureau of Land Management.

The effective date of the above described transfer of the Alaska Branch Library is January 1, 1987.

Assistant Secretary of the Interior

PEN AND INK CHANGES:

Delete 110 DM 10.3E, "Division of Information and Library Services," in its entirety.